

DEPARTMENTAL PROMOTIONAL

EXECUTIVE ASSISTANT

6SH17

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the department listed above as of the final filing date.
HOW TO APPLY	Applications (State Form 678) are available and may be filed in person, or by mail with the Office of Statewide Health Planning and Development, Personnel Office, 1600 9th Street, Room 350, Sacramento, California 95814. Application Form 678 must be <b>POSTMARKED</b> no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.
FINAL FILING DATE	SEPTEMBER 29, 2006
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.
SALARY RANGE	\$3072 - \$3734 per month (As of 6/30/06)
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Office of Statewide Health Planning and Development. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p><b>NOTE:</b> Applications/resumes <b>must</b> include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information <b>must</b> include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). <b>Applications/resumes received without this information will be rejected.</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
MINIMUM REQUIREMENTS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p><b>Experience</b> <b>Either I</b></p> <p>One year of experience in the California state service performing secretarial duties at a level of responsibility not less than those of an Executive Secretary I or two years of secretarial experience in the California state service at a level of responsibility not less than Secretary or Office Technician.</p> <p><b>Or II</b></p> <p>One year of experience performing technical duties in the California state service in a class comparable in level of responsibility to Management Services Technician.</p> <p><b>Or III</b></p> <p>Four years of experience as a Secretary or Administrative Assistant outside of California state service of which at least one year must have been at the level of responsibility of Executive Secretary I or Management Service Technician or at least two years must have been at the level of responsibility of Secretary or Office Technician. (Up to two years of intensified secretarial training in an approved curriculum or college level course work in business, personnel or public administration may be substituted for the general outside experience on a year-for-year basis.)</p>
ADDITIONAL DESIRABLE QUALIFICATION	Familiarity with microcomputers, personal computers, and/or video display terminals and their capabilities.
POSITION STATEMENT	Positions are located in Sacramento with the Office of Statewide Health Planning and Development.
EXAMINATION INFORMATION	<p>The testing period for this examination is 12 months which begins when a candidate is successful in the examination and is placed on the eligibility list.</p> <p>This examination will consist of <u>either</u>:</p> <p>a. A qualifications appraisal interview weighted 100%, or</p> <p>b. A structured application review weighted 100%, or</p> <p>c. An evaluation of each candidate's experience and education weighted 100%.</p> <p>If interviews are conducted, the interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview, the education and experience, or the structured application review process.</p> <p><b>CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE ELIMINATED.</b></p>

Scope

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
  - 1. The principles and methods of public and business administration.
  - 2. Office management principles, methods, and procedures.
  - 3. Good personnel and fiscal management practices.
  - 4. The organization's relationship with other governmental entities.
  - 5. The administrator's responsibilities with regard to the organization's programs.
  - 6. The functions, programs and operations in the administrator's area of responsibility.
  - 7. The principles and practices of supervision.
  - 8. The Department's Equal Employment Opportunity Program objectives.
  - 9. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.
- B. Ability to:
  - 1. Think clearly and analyze problems of organization and management and take effective action.
  - 2. Handle sensitive and confidential assignments with tact and diplomacy.
  - 3. Work under pressure and time constraints.
  - 4. Handle changing priorities.
  - 5. Establish and maintain cooperative working relationships.
  - 6. Communicate effectively.
  - 7. Type at a speed at 45 words per minute.
  - 8. Supervise the work of others.
  - 9. Effectively contribute to the department's equal employment opportunity objectives.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experience relevant to the "Requirement for Admittance to the Examination", shown on this announcement, even if that experience goes beyond the limit printed on the application Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

VETERANS PREFERENCE

Veteran's preference credit is not granted in promotional examinations.

QUESTIONS?

If you have any questions concerning this examination, please contact the Examination Services Unit at (916) 654-2752.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Personnel Office at (916) 654-2097 or (916) 654-2752, three days prior to the test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Personnel Office at (916) 654-2752, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local office of the Employment Development Department and the Office of Statewide Health Planning and Development or State Personnel Board website [www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the other candidates, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all components will be notified.

**EXAMINATION LOCATIONS:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**PROMOTIONAL EXAMINATIONS ONLY:** competition is limited to employees who have permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board offices.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**INTERVIEW SCOPE:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recent of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development

Office of Statewide Health Planning and Development  
Human Resources Services  
1600 9<sup>th</sup> Street, Room 350  
Sacramento, California 95814  
(916) 654-2097 or (916) 654-2752

California Relay Telephone Service for the deaf or hearing impaired:  
TDD Voice 1-800-735-2922  
Refer to (916) 654-2097 or (916) 654-2752

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